

SECRET

Cable Secretariat

3 October 1960

Chief, Records Management Staff

Revised Records Control Schedule

1. Your revised Records Control Schedule has been reviewed and approved by this staff. The original copy is being retained here as the Agency's permanent record, one copy is being forwarded to the Records Center and the enclosed copy is being returned to you for application.

2. The schedule indicates that your office is experiencing continued progress in your records disposition program. A significant example of this fact is the substantial reduction (49%) in your cable reference file. Further amplification of the success of your records program is contained in your annual report which showed that 1,423 cubic feet of records were destroyed during fiscal year 1960.

3. It is my understanding that your meeting with [redacted] resulted in the use of Agency Form 311 to record the receipt and dispatch of classified mail received by your office.

4. I wish to commend you and [redacted] for the success of your records program and specifically for the development of a fine revised schedule.

25X1

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Attachment

Distribution:

- Orig & 1 - Addressee
- 1 - Records Center
- 1 - Records Disp. Br ✓
- 1 - RMS (yellow)

Mgt/S/RMS/RDB/[redacted]s (10/4/60)

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MORI/CDF